

**SECRET**

11 MAY 1961

MEMORANDUM FOR: Chief, SR, [redacted]

SUBJECT: Management Survey, SR, [redacted] Section

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1. A survey of the [redacted] has now been completed by the Management Analysis Staff (DD/P Area).

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2. In the process of this survey, the organization, supervision, employee utilization, and general management practices were observed. In general terms, the Section is managed very acceptably, considering the length of time that the current Chief has been in charge and the problems of implementing,

[redacted]

3. During the survey, all employees were interviewed to learn the general nature of the tasks performed; samples of all work performed in the Section were observed; and finally, the employees tallied for at least one week the tasks that they performed.

4. As the result of this study, we have prepared ten recommendations shown in the attachment to this memorandum. These recommendations pertain to the Section's functions, organization, manpower utilization, management improvement, and office space utilization.

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5. All members of the [redacted] Section were most cooperative and helpful during the study period. It is also our observation that they were most receptive to suggestions for improvement.

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[redacted]  
Acting Chief,  
Management Analysis Staff  
(DD/P Area)

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Attachment: (1)

Distribution:  
0 & 1 - Addressee  
3 - MAS-DD/P Area

Mgt/S [redacted] (10 May 1961)

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